



## A&I HRD Announces New Administrator

Dean Fausset, Director of the Department of Administration & Information, announced the appointment of **Patricia (Tricia) Bach** as the Administrator of the A&I Human Resources Division. He said, "Ms. Bach is an ideal fit for the job as she has a strong background in human resource law and has worked with many state agencies in the past as their personnel attorney." Tricia will begin her position on August 17th.

Ms. Bach grew up in Pittsburgh, Pennsylvania. As a child, she spent multiple weeks every year in Wyoming with her family. Her parents had a small condo in Jackson Hole in the 70's and 80's, when it was affordable. She moved to Jackson in 1991. After eight years in Jackson, she decided to go back to school. Ms. Bach received both her undergraduate degree and her law degree at the University of Wyoming. After law school, she accepted a clerkship with the Honorable W. Thomas Sullins in the 7th Judicial District Court in Casper, Wyoming. In 2007, when her clerkship was completed, Ms. Bach joined the Tort Division of the Wyoming Attorney General's Office as a personnel attorney. In the fall of 2009 through the summer of 2015, she moved to the Litigation side of the Tort Division, where she was a Senior Assistant Attorney General working on civil rights litigation.

She is married to Dan who is an Archaeologist. Dan is from Loveland, Colorado, but has called Wyoming home since 1993. They have a 22 month old boy named Alex. Ms. Bach enjoys outdoor activities including skiing, swimming, hiking and mountain biking. She and Dan are both avid home cooks and love to entertain.



**Patricia (Tricia) Bach**

## New PMI/Halogen Administrator



**Brenda Kelly-Mitchell**

Erin Williams announces with great pleasure that Brenda Kelly-Mitchell has successfully taken over as the Human Resource Division's PMI/Halogen Administrator.

Brenda began state service as a client advocate with the Wyoming Insurance Department in November 2007, after many years of working in all aspects of employer health benefits administration and workers compensation in the private sector. Brenda began her work with A&I HRD in November of 2014 and she was hired as a classification/compensation analyst and a back up for the Halogen system. In her short time here Brenda has moved from a back up to running the system.

Brenda lives in relative peace in the country with her husband, Jim, four kids including a very Special Olympian, four dogs, 2 cats, and an assortment of poultry.

Brenda comes to us with a wealth of knowledge, skill, and abilities that are a perfect fit for the division. I look forward to seeing the accomplishments Brenda will have with the system and her new role! [brenda.kelly@wyo.gov](mailto:brenda.kelly@wyo.gov)

# Mark Your Calendar/Training

## Current Retirement System Issues

**Monday, September 14, 2015, from 1:30 pm - 3 pm at 6101 Yellowstone Rd.**

This is our next HR training session. Mike Bleakley, HR Manager/Board Coordinator for the Retirement System is putting together a team of subject matter experts in the retirement system to give everyone information and updates on their programs. HRD will be sending a flyer and registration link later this month. We will be meeting at 6101 Yellowstone again in the basement conference room from 1:30 to 3:00 p.m. If your agency has any specific questions regarding retirement system issues, you may let Mike, [mike.bbreakley@wyo.gov](mailto:mike.bbreakley@wyo.gov) know the question, and he will make sure that someone addresses your issue during this session. Matt Nagy will also be providing the session through live streaming for those wanting remote access. Thanks very much to Mike for being such a great supporter of ongoing HR training opportunities!

## Chapter 8 Update/Grievance & Appeals Training

HRD is working with the personnel attorneys to set a date to review the newly adopted Chapter 8 of the State Personnel Rules. Lori Eichheim will go over this chapter the same way she did with the rest of the revised personnel rules. If you have specific questions about Chapter 8, please let Lori Eichheim know at [lori.eichheim@wyo.gov](mailto:lori.eichheim@wyo.gov) We will work with the personnel attorney to make sure all of your questions are answered.

## NEOGOV Refresher Training and Networking September 15, 2015 from 8:30 am –12:30 pm

The HR Community is invited to attend a NEOGOV Refresher Training and Networking event to be held on September 15, 2015 from 8:30 –12:30. Come see a system review, Q&A session and share ideas and internal processes with each other! This will be held at Wyoming Game & Fish, 5400 Bishop Blvd. in the Elk Room. Please RSVP to Marlene Dunn at 777-6726 or [marlene.dunn@wyo.gov](mailto:marlene.dunn@wyo.gov). If you have any specific topics or processes that you want to make sure are covered, please let Marlene know. SEE YOU THERE!

## E-VERIFY Training

Thirty-five people viewed E-Verify information presented by Special Agent Michael Goodwin of the Department of Homeland Security. This included eighteen participating through live streaming provided by Matt Nagy. He is working on a link where those that missed the training will be able to view it on line.

Brenda Reedy of the Department of

Corrections also shared her agency's success using E-Verify since September 2014. If your agency is interested in moving to the E-Verify system, please let Erin Williams know at [erin.williams@wyo.gov](mailto:erin.williams@wyo.gov)

Several agencies indicated E-Verify may be hard for agencies with very limited hiring needs.

Maybe we can find a way to share the

query ability between some agencies to help those without the need of full time E-Verify access.

### E-Verify Training Link

Following is the link for the recording of the E-Verify Training that was held on August 3, 2015.

<https://www.youtube.com/watch?v=UECUumYJY24&t=17m&authuser=0>

## Encourage Your Employees To Take Advantage of eLearning

Access to eLearning courses are available through the State of Wyoming A&I Human Resources Division website or directly through [www.wyomingelearning.com](http://www.wyomingelearning.com) You can find all of the courses, instructions, and course keys, on this page. Matt Nagy has also added an FAQ page that can answer most of the routine questions.

Please encourage your employees to take advantage of these training opportunities at no cost to your agency.

Certificates of completion can be printed at the end of each course.

# NEOGOV Recruitment System

---

HRD has been receiving calls from SME's with questions about the review process. We are sharing this with you so that you might have a refresher opportunity for your SME's as well as your new SME's

**Supervisor (SME) role:** This training manual on how to complete an SME Review in the NEOGOV recruitment system may be viewed online or printed for your convenience. [http://www.wyoming.gov/loc/06012011\\_1/DOCS%20HR/NEOGOVSiteFiles/SupervisorNeoGovTrainingCURRENT.pdf](http://www.wyoming.gov/loc/06012011_1/DOCS%20HR/NEOGOVSiteFiles/SupervisorNeoGovTrainingCURRENT.pdf)

**Video:** Video (4:20 long) instructions on how to complete a Subject Matter Expert (SME) review on forwarded qualified applications. <https://docs.google.com/a/wyo.gov/file/d/0B4SsDqC9CMbLNxIDZ0JnNGo4TW8/edit?pli=1>

## PMI Update

---

The annual PMI Evaluation Phase is in full swing. After the first week, nearly 10% of evaluations are through the first step! I want to thank each and every one of you for your patience and assistance as we move through this process. We will get through this together! Brenda

*Some things to remember:*

- ◆ Spreadsheets for changes will be available weekly due to the shortened process window, with the exception of Inactivation spreadsheets.
- ◆ The Inactivation spreadsheet will be sent out in mid-September.
- ◆ Please ensure that all USR3 changes are entered each month. With the upcoming planning phase, USR3 changes should ideally be entered before the close of September payroll. Sending new hire email addresses to

the [ai-hrd-pa@wyo.gov](mailto:ai-hrd-pa@wyo.gov) when issued would be greatly appreciated.

- ◆ The new PMI Supervisor training course instructions and enrollment key were sent out last week. Please remember that new supervisors, and those who did not complete the Moodle training previously must complete the training prior to June 30, 2016.
- ◆ Supervisors who previously completed training may refer to the course entitled, "PMI Supervisor Training (For Review of Materials Only)" to review the course, at <http://wyotraining.wyo.gov/course/view.php?id=220> This is the content of the closed course for review only, and does not track completion of modules.
- ◆ Please report issues to the [ai-hrd-pa@wyo.gov](mailto:ai-hrd-pa@wyo.gov) email address as soon as possible.

## 2015 Total Compensation Worksheet

---

The 2015 Total Compensation Worksheet has been revised to reflect the recent changes in the retirement contributions. Please use the newest version found on our website. The revised date of 7/1/2015 should be reflected on the website link.

[http://www.wyoming.gov/loc/06012011\\_1/employees/compensationandclassification/Pages/default.aspx](http://www.wyoming.gov/loc/06012011_1/employees/compensationandclassification/Pages/default.aspx)

## HR News

---

According to the Associated Press announcement of July 2, 2015, the U.S. Navy is tripling the amount of paid maternity leave that female sailors and Marines can take after the birth of a child. The Navy will now provide a total of eighteen weeks off. According to the Navy, about 5,000 women would be eligible for the benefit each year including 500 officers. In a statement by Navy Secretary Ray Mabus, The Navy and Marine Corps are routinely looking for ways to recruit and retain good people.

## Trades Occupational Study

---

As you may be aware, the Trades Occupational Study has been unavoidably delayed, due to staffing shortages.

Please know that we will continue review meetings for the trades positions as soon as possible.

Thank You for your understanding.

## Meet and Greet

---

An invitation is extended to All HR personnel and everyone who would like to have the opportunity to meet and introduce themselves to the new A&I HRD Administrator  
**Patricia (Tricia) Bach**



**Please join us on Wednesday August 19, 2015  
3pm to 5pm for snacks, punch and informative  
fun conversation.**

*Tricia and her staff will be available during this  
Meet and Greet time.*